

Applicant Information Packet

Pharmacy Technician Certificate

Building 2, room 122
(937) 512-2973
(800) 315-3000

Dear Prospective Pharmacy Technician Student:

This packet contains the following information for your review:

1. Admission Requirements/Check List
2. Welcome letter from Chairperson
3. Program Information/Frequently Asked Questions
4. Estimated Cost of the Program
5. Pharmacy Technician Program Course Curriculum
 - a. Curriculum effective as of fall 2009 through fall 2011 (quarters)
 - b. Recommended courses list for students who will not complete the certificate prior to fall 2012.
 - c. Curriculum effective as of fall 2012 (semesters)

ADMISSION REQUIREMENTS / CHECK LIST



- Step 1 _____ Apply to Sinclair Community College. Paper applications are available in the Admissions office, building 10, 1st floor or via the web at <http://www.sinclair.edu/admissions/Application/>.
- Step 2 _____ Apply to the Pharmacy Technician Program by completing a Life & Health Sciences application, which can be found at: <http://www.sinclair.edu/academics/lhs/index.cfm>.
- Step 3 _____ If you have transferable college credit, request your “official” transcripts from previous college(s) to be sent directly to Sinclair Community College, Registration & Student Records, 444 West Third Street, Dayton OH 45402-1460.
- Step 4 _____ If you do not have transferable college credit in English Composition and/or mathematics (math must be within the last 5 years), take Sinclair Community College’s Accuplacer Placement Test in reading, writing and mathematics. More information on this test can be found at <http://www.sinclair.edu/stservices/enrl/testing/accfag/index.cfm> or by calling 937-512-3000 or 800-315-3000.
- Step 5 _____ Complete an academic advising consultation with a Life & Health Sciences Academic Advisor located in room 11-346. For students greater than 60 miles from Dayton, contact the Advisors by email at academicadvising@sinclair.edu. Office hours and more information are available by calling (937) 512-3700 or (800) 512-3700 or on their website at: <http://www.sinclair.edu/services/advising/>.
- Step 6 _____ Complete developmental courses, if any, resulting from Placement Test Scores: DEV 063, 064, 065, 074, 075, 084, 085, 110 (108 is only required if student elects to take MAT 101).
- Step 7 _____ Program specific requirements:
_____ The program will accept MAT 101, MAT 106 or higher level math.
_____ The program will accept BIO 121, or 141 for BIO 107 (if taken within last 5 years; exceptions to this policy can be made if applicant has older biology and has been working in the allied health field - exceptions are to be determined by the ALH chairperson).
_____ The program will accept BIS 160 for BIS 101.
- Step 8 _____ Note: All courses must be completed with a “C” or better.
- Step 9 _____ Note: Students must maintain a minimum of 2.0 cumulative GPA in order to take online classes **and** to receive their certificate of completion.

Dear Prospective Pharmacy Technician Applicant:

Thank you for your interest in Sinclair Community College and the Pharmacy Technician Certificate program. Our program is offered in the traditional in-class setting and is also available totally online with the exception of the Clinical Experience course, ALH 124 which can be completed at an off-site pharmacy facility.

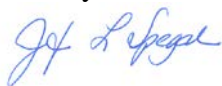
Students can begin the program any term, fall, winter, spring or summer and it generally takes three (3) quarters to complete. As of fall 2012, Sinclair will convert from quarters to semester terms. Students can begin the program any term in semesters too, fall, spring or summer semester and generally takes two (2) semesters to complete.

Please note, the Pharmacy Technician I, II and III courses, ALH 122, 123, and 124, must be taken in sequential order. ALH 122 will only be offered fall 2011 for the 2011-2012 academic year; with ALH 123 winter 2012 and ALH 124 in the spring quarter. Therefore, any student who has not started ALH 122 by fall 2011 will be able to take other courses in the curriculum, but will need to wait until fall 2012 to take ALH 1122 followed by ALH 1123 in the spring 2013 semesters to complete the series.

Each term, students are able to select from the traditional in-class setting or online classes or a combination of both. For more information regarding online learning and more information for students residing further than 60 miles from Dayton, please refer to the Distance Learning Website at <http://www.sinclair.edu/online/> . You may also reach them at 1-888-226-2457, or by email at online@sinclair.edu . Be advised that beginning Winter Quarter 2012, any student who is considering taking online classes for the first time will be required to complete a free, self-paced course entitled *How to Succeed in an Online Course*. This course is available 24/7 and it only takes 1-3 hours to complete. There are no grades or credits attached to this course; it simply guides students through a comprehensive ANGEL tutorial, giving the student a chance to find out what it is like to be in a real SinclairOnline Course. Please go to <http://www.sinclair.edu/online/benefits/success/> for more information plus a video and written instruction on how to sign up for the course.

If you have any additional questions regarding the admission requirements or the program, please contact the ALH office at (937) 512-2973 or (800) 315-3000.

Sincerely,



Jennifer L. Spegal, MT, M.Ed., CMA
Allied Health Chairperson

Program Information/Frequently Asked Questions

With this certificate, students acquire the skills to become Pharmacy Technicians who provide assistance to pharmacists. As the population continues to increase and grow older, the need for paraprofessionals in the health field is growing steadily, including the area of pharmacology. Quality customer service and effective communication skills are critical to the success of any pharmacy technician.

What is a Pharmacy Technician?

The Pharmacy Technician program prepares students for entry level employment working directly with pharmacists in many different environments. The program is designed to develop knowledge and understanding of medical language, legal aspects of drug dispensing and specific role of the pharmacy technicians, handling of sterile products, inventory control, repackaging, and beginning pharmacology and pharmaceutical calculations, sterile compounding and non-sterile compounding. Upon completion of the curriculum, students receive a short term certificate from Sinclair Community College.

What do Pharmacy Technicians Do?

Pharmacy Technicians have developed advanced responsibilities in the professional work force. As the “right to know” has become more prevalent, pharmacists have taken over the role of patient educators, which has resulted in the increased responsibilities of pharmacy technicians. Pharmacy technicians must now take on the role of dispensing and management that requires advanced education. Pharmacy technicians are responsible for performing a wide range of functions, including the maintenance of patient records, drug-product preparation and distribution and recordkeeping.

What are the Strengths of the Sinclair Program?

The Life and Health Sciences division at Sinclair is offering the Pharmacy Technician certificate. The division faculty is knowledgeable in all aspects of pharmacy technician profession. The faculty provides academic counseling and job placement information.

The program may be completed in three quarters. Most of the courses are offered in both the day and evening as well as online. Students who elect to take primarily evening courses will probably need four to five quarters to complete the curriculum. This path is especially beneficial for students who must work and maintain family responsibilities while attending college. The Pharmacy Technician is an excellent career choice for immediate post-high school education, re-entry into the work force, mid-life career change, or career advancement.

What are the Employment Opportunities and Earnings Potential?

Employment prospects for the pharmacy technicians are excellent in the Miami Valley and throughout the nation. Job opportunities are available in the following areas: retail (\$8-10/hr), mail order settings (\$12-16/hr), hospital pharmacies (\$10-15/hr), nursing homes and home health care settings.

Program Outcomes

Students who complete the short term certificate in Pharmacy Technician will be able to:

- Demonstrate knowledge of the scope of pharmacy practice including legal aspects of drug dispensing and specific role of pharmacy technicians.
- Demonstrate knowledge of the scope of pharmacy practice including handling of sterile products, inventory control, repackaging, and beginning pharmacology and dose calculations.
- Demonstrate knowledge of the scope of pharmacy practice including sterile compounding and non-sterile compounding.

Is Certification Required?

Yes. With the completion of Sinclair's Pharmacy Technician Certificate program, students will receive a Certificate of Completion from the college. Certification is required for employment in Ohio; a new law in Ohio for 2009 requires all qualified Pharmacy Technicians to pass an approved exam.

Certification is available through approved employer exams as well as through the Pharmacy Technician Certification Board (PTCB), (reference: www.ptcb.org). Sinclair's program prepares students to pass this examination and provides the skills necessary to perform the responsibilities of a qualified Pharmacy Technician.

Is a Background Check Required?

According to the Ohio Board of Pharmacy, students must have a criminal records check prior to their Directed Practice in ALH 124. Any felony conviction will result in a failure according to the Ohio Board of Pharmacy. In addition, any student with any charge or conviction will not be assigned a Directed Practice site. Students with proof the charge was dismissed will be considered for a Directed Practice assignment.

Information Resources

Pharmacy Technician Certification Board
2215 Constitution Avenue, NW
Washington, DC 20037-2985
www.ptcb.org

Ohio State Board of Pharmacy
77 South High Street, 17th Floor
Columbus, Ohio 43266
www.pharmacy.ohio.gov

American Pharmacists Association
www.pharmacist.com

American Society of Health-System Pharmacists
www.ashp.org

Food and Drug Administration
www.fda.gov

Journal of Pharmacy Technology
www.jpharmtechnol.com

American Association of Pharmacy Technicians
www.pharmacytechnician.com

National Pharmacy Technician Association
www.pharmacytechnician.org

Estimated Cost of Program

For Montgomery County, Ohio residents:

Tuition: 41 credit hours x \$58.60/per credit hour**	\$2,402.60*
Books/Supplies:	1,500.00
Background Check:	65.00
Travel: (Required for directed practice/clinical rotation)	<u>75.00</u>
	\$4,042.60

For outside Montgomery County and inside Ohio; and out of state military residents:

Tuition: 41 credit hours x \$82.70/per credit hour**	\$3,694.10*
Books/Supplies:	1,500.00
Background Check:	65.00
Travel: (Required for directed practice/clinical rotation)	<u>75.00</u>
	\$5,334.10

For outside of Ohio residents:

Tuition: 41 credit hours x \$160.20/per credit hour**	\$6,671.60*
Books/Supplies:	1,500.00
Background Check:	65.00
Travel: (Required for directed practice/clinical rotation)	<u>75.00</u>
	\$8,511.60

* Tuition based on winter 2012 rates

** There is an additional \$5 per credit hour fee for online classes

Note: Additional costs may be incurred for a lab coat and/or a TB test dependent upon the clinical site requirements

Quarter versus Semesters Tuition & Costs Comparison

When we switch to semesters, what will my tuition be?

Using the tuition rates for Winter 2012 as an illustration*, the converted semester tuition costs per credit hour would be:

Residency Type	Tuition Cost
Montgomery County Resident rate	\$87.90 per credit hour
Other Ohio Resident rate	\$135.15 per credit hour
Out-of-State/International Resident rate	\$251.40 per credit hour
Residency Type	Cost for 12 credit hours
Montgomery County Resident taking 12 credit hours	\$1054.80
Other Ohio Resident taking 12 credit hours	\$1621.80
Out-of-State/International Resident taking 12 credit hours	\$3016.80

That seems like it's a lot more than in quarters. I thought it wasn't going to cost more?

On an annual basis the amount you are paying in tuition *will not* change,* it's just divided differently. If we look at a Montgomery County student taking 12 credit hours per term:

Quarter Cost	Semester Cost
Fall Quarter = \$703.20	Fall Semester = \$1054.80
Winter Quarter = \$703.20	Spring Semester = \$1054.80
Spring Quarter = \$703.20	
Annual Tuition Total = \$2109.60	Annual Tuition Total = \$2109.60

Since I am paying more at one time it might be harder for me to come up with that all at once. Is there a payment plan I can join?

Yes! Sinclair offers a payment plan called FACTS. This plan will allow you to split your total payment up into smaller chunks. If you register and sign up for FACTS before June 16, 2012 you will be able to split your tuition costs for the Fall 2012 semester into 5 payments. This is an excellent way to budget your payments. For more information on FACTS, please see: <http://www.sinclair.edu/services/bursar/facts/>

How will being on semesters affect my financial aid?

Just as with tuition, the most important thing you must remember about financial aid under semesters is that it will now be applied 2 times rather than 3. If we assume nothing has changed about your financial aid eligibility, you will still be receiving the same amount of financial aid. So just as your tuition bill is larger, the amount of financial aid being applied to your account per term will also be larger.

That should also mean a larger refund check, right?

Remember, the overall amount of refund you receive *will not* be larger. You're receiving the same amount - just split into 2 payments rather than 3.

QUARTERS: refund is budgeted to last 10 weeks or 2.5 months

SEMESTERS: refund should be budgeted to last 16 weeks or 4 months

Seems like everything is about equal. Is there any cost savings under semesters?

Yes! Two semesters means you only buy books two times instead of three.

**SINCLAIR COMMUNITY COLLEGE
 DAYTON, OHIO
 PHARMACY TECHNICIAN CERTIFICATE PROGRAM CURRICULUM**

Effective as of Fall 2009 for classes on the “quarter” term system

<u>COURSE</u>	<u>FALL – FIRST QUARTER</u>	<u>PREREQUISITE</u>	<u>CREDIT</u>	<u>CLASS</u>	<u>LAB</u>
ALH 122	Pharmacy Technician I	DEV 085	5	5	0
HIM 121*	Basic Medical Terminology	DEV 065	3	3	0
BIO 107*	Human Biology	DEV 065, 075, 085	5	4	2
	TOTAL:		13		
	<u>WINTER – SECOND QUARTER</u>				
ALH 123	Pharmacy Technician II	ALH 122	5	5	♦
ALH 142	Fundamentals of Disease Processes	BIO 107 or 122 or 143	4	3	2
BIS 101*	Personal Computer Keyboarding		2	2	0
MAT 101 or MAT 106	Elementary Algebra Allied Health Mathematics	DEV 108 DEV 085	4	4	0
	TOTAL:		15		
	<u>SPRING – THIRD QUARTER</u>				
ALH 124	Pharmacy Technician III	ALH 123	5	2	♦♦
ALH 103	Introduction To Health Care Delivery		3	3	0
ALH 104	Allied Health Informatics		2	1	2
ENG 111 or ENG 131	English Composition I Business Communication I	DEV 065, DEV 110 DEV 110	3	3	0
	TOTAL:		13		
		Total :	41		

* BIO 121, BIO 131, BIO 141 or BIO 161 may be substituted for BIO 107
 BIS 160 or BIS M61 may be substituted for BIS 101
 BIS 136 and BIS 137 may be substituted for HIM 121

♦ 2 lab hours only for entire quarter
 ♦♦ 80 clinical hours for entire quarter

PHARMACY TECHNICIAN CERTIFICATE PROGRAM

Recommended Course List For quarter terms: Winter 2012 through Summer 2012

	QUARTER COURSE	SEMESTER EQUIVALENT	COURSE DESCRIPTION	PREREQUISITE	CREDIT HRS.
May substitute: BIO 121 or 141	BIO 107/108	BIO 1107/1108	Human Biology	DEV 065, 075, 085	5
Must take both 121 & 122	HIM 121 HIM 122	HIM 1101	Basic Medical Terminology Specialized Medical Terminology	DEV 065 or Equiv HIM 121	3 3
Must take both 111 & 112 or 131 & 132	ENG 111 ENG 112 or ENG 131 ENG 132	ENG 1101	English Composition I English Composition II Business Communications I Business Communications II	DEV 065, 110 ENG 111 DEV 110 or ENG 111 ENG 131	3 3
	ALH 142	ALH 1140	Fundamentals of Disease Processes	BIO 107 or 122 or 162 or 143	4
	MAT 106 <u>or</u> (or higher equivalency)	MAT 1130 MAT 1270	Allied Health Math Elementary Algebra	DEV 085 or 108 DEV 108	4
Must take both 103 & 104	ALH 103 ALH 104	ALH 1101	Introduction to Healthcare Delivery Allied Health Informatics		3 2

If students have not started the 3-course sequence of ALH 122, 123, 124 (Pharmacy Technician I, II, III) by fall 2011, it will not be offered again until fall 2012 with ALH 1122 (fall semester 2012) and ALH 1123 (spring semester 2013).

Please note: Summer 2012 quarter will only offer 5-week & 7-week courses, therefore, offerings will be limited.

**SINCLAIR COMMUNITY COLLEGE
DAYTON, OHIO**

PHARMACY TECHNICIAN CERTIFICATE PROGRAM CURRICULUM

Effective Fall 2012 – Semester Curriculum

COURSE	FIRST SEMESTER	PREREQUISITE	CREDIT HOURS	CLASS HOURS	LAB HOURS
ALH 1122	Pharmacy Technician I	DEV 0022	5	5	0
HIM 1101	Medical Terminology	DEV 0012 or equivalent	2	2	0
ALH 1101	Introduction to Healthcare Delivery		2	1	3
BIO 1107/1108	Human Biology		4		
or					
BIO 1121	Human Anatomy & Physiology I		3	2	2
or					
BIO1141/1147	Principles of Anatomy & Physiology I		4		
	TOTAL:		<hr style="width: 50px; margin: 0 auto;"/> 12-13		
SECOND SEMESTER					
ALH 1123	Pharmacy Technician II	ALH 1122	5	4	5*
ALH 1140	Fundamentals of Disease Processes	BIO 1107 or 1121 or 1141	3	3	0
MAT 1130	Allied Health Math	DEV 0022	3		
or					
MAT 1270	Beginning Algebra	DEV 0024	3		
ENG 1101	English Composition I		3		
or					
ENG 1131	Business Communications		3		
	TOTAL:		<hr style="width: 50px; margin: 0 auto;"/> 14		

* Five (5) hours of clinical directed practice